

Vacancy Announcement

for

U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 11-30

Candidates who applied for vacancy number TCN 11-11 need not to reapply

OPEN TO: Third Country Nationals Only

POSITION: Receiving Clerk; FSN-5

OPENING DATE: March 7, 2011

CLOSING DATE: March 20, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$16,904 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Receiving Clerk in the General Services Office (GSO) of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

Under the direct supervision of the General Services Officer for Supply and Property Management (GSO/SPM) and the LES grade 7 Supervisory Receiving Agent, the incumbent is a receiving clerk for the Department of State and other U.S. Government property. When ICASS is established in Baghdad, property will be received by the employee under the International Cooperative Administrative Support System (ICASS). The incumbent receives, inspects, stores and issues expendable and non-expendable property and supplies.

A copy of the complete Capsule Position Description listing all duties and responsibilities is available at:

1. TCN Sharepoint Website for Department of State **Intranet** Users:
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>
2. **Internet** Users: http://iraq.cms.getusinfo.com/hr_tcns.html

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Prior work experience of no less than two (2) years in warehousing and/or supply operations is required.
3. Level II (limited knowledge) Speaking/Reading/Writing in English is required.
4. Thorough knowledge of business practices, especially in regard to delivery, shipping and retail operations. The employee must also have a thorough understanding of receiving, inventory, and inspection procedures are required.
5. Must be able to work in teams, with Warehouse and Receiving customers effectively and politely. The employee must be able to handle emergency situations; have intermediate to advanced computer skills, especially with MS Excel; able to use Procurement Systems Application; and able to drive a hand and platform truck.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION THROUGH THE FOLLOWING LINKS

1. TCN Sharepoint Website for Department of State **Intranet** Users:
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>
2. **Internet** Users: http://iraq.cms.getusinfo.com/hr_tcns.html

FOR INQUIRIES PLEASE EMAIL

TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: March 20, 2011

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: WGooding, DHRO

Cleared: AMEveritt ISU/HRO

Drafted: LAbdulahdi ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Receiving Clerk Capsule Position Description FSN - 5

The incumbent is responsible for receiving items. This includes, but is not limited to: inspecting incoming items for damage, comparing received items to documents and contracts, moving and storing property, supervising warehousemen in moving items, and affixing barcode labels to non-expendable items. Additionally, the employee compiles and prepares reports, providing information about the received items and any problems with orders. He/she also prepares routing and distributing documents. The position holder creates and maintains comprehensive logs and files for various purchase orders, contracts, etc. Lastly, the incumbent contacts customers to notify them items have been received and are ready to be delivered.